CHECK or PURCHASE ORDER (PLEASE CIRCLE ONE)

Ve	ndor			
/ Name		Date		
Address		From (Dept)		
City	State ZIP			
Vendor#				
\Tax ID#				
ОТУ		UNIT	TOTAL	ACCOUNT
QTY	DESCRIPTION	PRICE	PRICE	NUMBER
SubTotal before tax				
		Sales Tax		
		TOTAL		
Department Head Approval F		nance Approval in accordance with G.S. 159-26(d)		
Date		Date		

A Purchase Order must be obtained and have Finance approval for all items costing \$300 or more before placing orders.

(FIN1-11/01)